



## SYLLABUS COLLEGE OF BUSINESS ADMINISTRATION

<b>Course Number Course Name</b>	BCIS115 INTRODUCTION TO MS EXCEL
<b>Credit Value (Breakdown of theory and lab credits)</b>	3 Theory
<b>Catalog Course Description</b>	Introduction to the electronic spreadsheet, specifically how to use, design, and edit spreadsheets for use in a variety of personal and business applications. (1, 1T+0S)
<b>Student Learning Outcomes/Objectives /Competencies of the Course</b>	<ol style="list-style-type: none"> <li>1. Examine spreadsheet concepts and explore the Microsoft Office Excel environment.</li> <li>2. Create, open and view a workbook.</li> <li>3. Save and print workbooks.</li> <li>4. Enter and edit data.</li> <li>5. Modify a worksheet and workbook.</li> <li>6. Work with cell references.</li> <li>7. Learn to use functions and formulas.</li> </ol> Create and edit charts and graphics.
<b>College-Wide Student Learning Outcomes</b>	<ol style="list-style-type: none"> <li>1. Communication</li> <li>2. Critical Thought</li> <li><b>3. Information Literacy</b></li> <li>4. Cultural Competence</li> </ol> Outcome in Bold